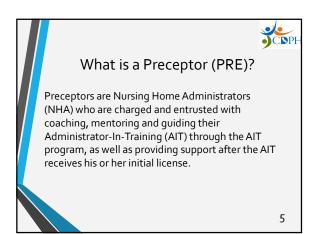


What is an Administrator-In-Training (AIT) Program?

- The AIT program is a personalized training designed to prepare the applicant for the rigors of running a Skilled Nursing Facility (SNF).
- The AIT program is developed and supervised by the Preceptor (PRE).
- The AIT Program should expose the AIT to all aspects of the facility.

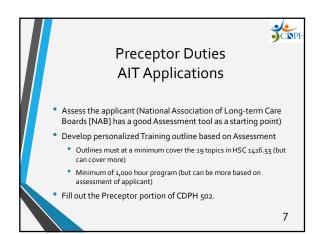


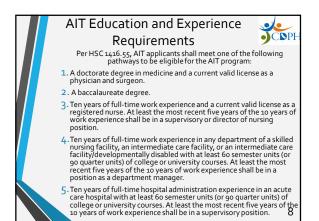
Who can be a Preceptor?

- Health and Safety Code Section 1416.57(b):
- Active NHA License
- Have no pending disciplinary actions
- Served at least 2 years as designated NHA of a facility
- Has gained experience in all administrative function of a nursing home
- Health and Safety Code Section 1416.57(d):
- ... the facilities at which the applicant has had direct management control as an administrator had a continuous operating history, free from major deficiencies, during the period of the applicant's administration.

6

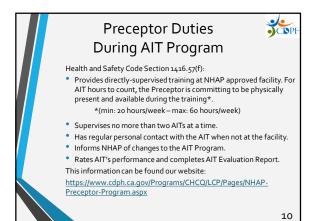
JCDPH





	AIT Requirements HSC 1416.55				
•	Personnel management & training	 Environmental care, housekeeping, laundry 	 State/Federal Regulations (SNF & ICF) 	 Residents' rights/abuse prevention 	
•	Staffing requirements & retention	 Governmental regulations 	 Public relations & marketing 	 Consultants & contracts 	
•	Social services	 Dietary management 	Orientation	 Financial management 	
•	General management	Resident activities	 Legal management 	Nursing services	
•	Administration	Medical records	Resident care		
				9	





Changes in the AIT Program If you make any of the changes below, • Change AIT training hours by more than 10 hours per week? • Move AIT training to another facility? • Changing of preceptors? Complete section 11 on page 4 of CDPH 502 form and new training

Complete section 11 on page 4 of CDPH 502 form and new training outline*. Be sure to include:

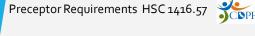
Number of hours per week you, as the preceptor, will be personally onsite supervising the training (min 20, max 60).

Name of training facility.

Fill out and sign preceptor information.

*Please include a narrative as to why the changes are being made. Changes do not take effect until approved by NHAP

11

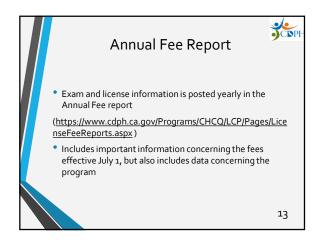


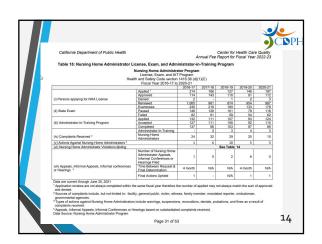
• AIT Evaluation (CDPH 501)

• Quarterly evaluations (250 training hours) must be submitted within 30 days of completion.

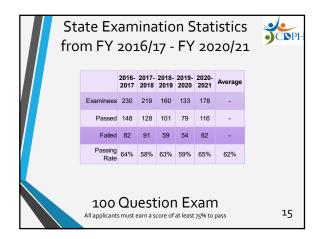
- Final evaluations within 10 days of completion.
- Submit pages 4-7 of the CDPH 501 when submitting 4th Quarter evaluation.
- Please make sure the evaluations are completely filled out including the hours and dates.
- We can accept the signed evaluations via email/fax.
- AIT is not eligible to take the exams until the NHAP has processed and approved the final evaluation.

12





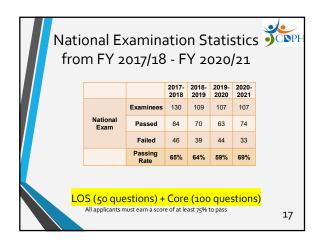




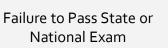


State Exam Statistics from 2013-2019	CDPH
Between 2013 and 2019	
 Number of exam attempts Average number of attempts to pass state exam Average number of attempts to pass state exam if they didn't pass on 1st attempt Average passing score Average failing score Average score 	- 1466 - 1.6 - 2.5 - 84 - 63 - 75
	16





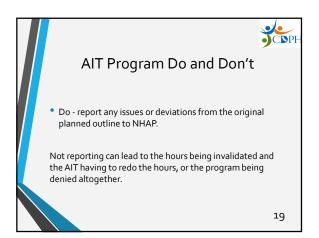






- An applicant who does not pass their initial exam can retake the exam two additional times.
- New exam applications and fees are required for each attempt.
- An applicant who does not pass the exam three times is required to complete additional training before attempting the exam a fourth time.
- The AIT can reapply to take the exam once the additional training hours are complete.

18



AIT Program Do and Don't • Don't – Leave AIT's alone during Training hours. Preceptors are still personally accountable for their facilities and what happens in them. Hours do not count when the Preceptor is not onsite supervising the AIT.

